



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 15-1.11

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EFFECTIVE 12/1/94

DEPARTMENT BEHAVIORAL HEALTH

SUBJECT CONFIDENTIALITY - QUALITY
MANAGEMENT (ASSURANCE)

APPROVED

James McReynolds
James McReynolds, Director

I. PURPOSE

- A. To ensure confidentiality of clients and staff concerning client treatment and DBH staff-related issues.
- B. To keep administrative staff, program managers, clinic supervisors, and treatment and support staff advised of issues, changes of procedure and policies that impact delivery of services.

II. POLICY

Appropriate information related to quality management should be distributed only to the appropriate persons to ensure confidentiality and to advise them of new policies that might impact their program.

III. PROCEDURE

- A. Minutes of all quality management meetings are kept in a locked cabinet under the control of the Deputy Director of Medical Services.
- B. Minutes will be distributed to the Director.
- C. Minutes will not be distributed to any other staff to maintain confidentiality; however, information concerning policy making, implementation and changes must be sent to the individual program or programs as the case may be. These should be in memo form from the Deputy Directors or the Quality Management Committee Chairs.
- D. All members of Quality Management Committees are expected to sign statement that they will observe confidentiality policy.

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